

Adopted: September 2001 , Revised: \_\_\_\_\_**Class Title: Facilities Maintenance Manager****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Plans, organizes, and directs the operation and maintenance of public buildings, parks, and machinery. Supervises personnel, performs financial duties, and performs other duties as required.

**ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.*

Physical Strength Code		ESSENTIAL FUNCTIONS
1	M	Manages operation and maintenance activities by preparing estimates, schedules and plans, monitoring the progress of projects, preparing reports, performing inspections of work in progress, and documenting infrastructure conditions for future projects.
2	L	Supervises staff by provide training, setting performance goals, evaluating their performance and providing assistance.
3	S	Performs financial duties by preparing the annual operating budget and capital project estimates, monitoring financial status, and reporting budget performance.
4	S	Provides customer service by responding to customer inquiries and requests for information, and requesting and using customer input to plan projects.
5	S	Performs other duties as required by coordinating special projects, providing assistance with maintenance issues, and overseeing contracts.

Adopted: September 2001 , Revised: \_\_\_\_\_**CLASS REQUIREMENTS:**

<b>CLASS REQUIREMENTS</b>	
Formal Education / Knowledge	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent.
Experience	Three years experience in Construction Management.
Certifications and Other Requirements	Valid Driver's License
Reading	Work requires the ability to read technical reports, journals, correspondence, codes, regulations, and contracts.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write correspondence, various reports, and evaluations.
Managerial	Managerial responsibilities include preparing plans and estimates, scheduling work, and allocating resources.
Budget Responsibility	Oversees budget preparation of bureau budget and reviews and approves expenditures of significant budgeted funds for the bureau and may research and prepare recommendations for city-wide budget expenditures.
Supervisory / Organizational Control	Work requires managing and monitoring work performance by directing subordinate supervisors or administrators, including making final decisions on hiring and disciplinary actions, evaluating program/work objectives and effectiveness, and realigning work and staffing assignments, as needed.
Complexity	Work is widely varied, involving analyzing and evaluating many complex and significant variables. City-wide policies, procedures, or precedents are developed and/or recommended.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. In addition, these incumbents work with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required of the employee. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

Adopted: **September 2001** , Revised: \_\_\_\_\_**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light	Medium X	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**PHYSICAL DEMANDS:**

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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*This is a description of the way the job is currently performed; it does not address the potential for accommodation.*

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Performing inspections
Sitting	F	Computer, desk work, driving
Walking	F	Performing inspections, to/from office equipment
Lifting	F	Tools, materials
Carrying	F	Tools, materials
Pushing/Pulling	F	Tools, materials
Reaching	F	Files, boxes
Handling	F	Files, boxes, tools, materials
Fine Dexterity	F	Computer keyboard, drafting, telephone keypad
Kneeling	F	Performing inspections
Crouching	F	Performing inspections
Crawling	F	Performing inspections
Bending	F	Performing inspections
Twisting	F	Performing inspections
Climbing	R	Roof
Balancing	R	Roof
Vision	C	Computer, desk work, drafting, reading, driving
Hearing	C	Staff, supervisor, citizens, vendors
Talking	F	Staff, supervisor, citizens, vendors
Foot Controls	F	Driving
Other (specify)	N	

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Vehicles, computer, Standard Microsoft Windows and Office software, laser or inkjet printer, telephone

**ENVIRONMENTAL FACTORS:**

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	W	Dirt and Dust	W
Chemical Hazards	W	Extreme Temperatures	W
Electrical Hazards	W	Noise and Vibration	W
Fire Hazards	W	Fumes and Odors	W
Explosives	N	Wetness/Humidity	W
Communicable Diseases	M	Darkness or Poor Lighting	W
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	--

(1)

(2)

**PROTECTIVE EQUIPMENT REQUIRED:**

Safety shoes, hard hat, eye protection

**NON-PHYSICAL DEMANDS:**

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	O
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	F
Other (see 3 below)	N

(3)